

BOABC Confidentiality of information and document control

Policy

All persons who have access to BOABC information shall undertake to keep that information confidential. This Policy applies to all members of the Executive Committee, members of committees of the BOABC and other persons acting on behalf of the BOABC who may have access to confidential information or documents of the BOABC.

Purpose

This Policy is to ensure that all Executive Committee members, committee members and other persons acting on behalf of the BOABC adhere to applicable privacy laws, such as the Freedom of Information and Protection of Privacy Act [“FOIPPA”] and maintain confidentiality of all appropriate information and exercise proper document control.

Application

1. BOABC information and documents that are not within the public domain or otherwise freely available to the public should be considered confidential for purposes of this Policy. This includes (but is not limited to):
 - Information about individuals who are enrolled within the BOABC and National Certification Programs.
 - Financial information of the BOABC.
2. Information considered confidential should be kept confidential and not used or disclosed except for the purposes of the BOABC, unless written permission to release the information is given by the BOABC officer responsible for obtaining and maintaining the information, the Head.
3. The BOABC will maintain a security policy for its records, which includes establishing which officer will be responsible for obtaining and maintaining records.
4. Confidential information does not include the fact of certification having been issued to any person, or that the person is a member of the BOABC.
5. All documents pertaining to the operation of the BOABC shall be received, distributed, acted upon and stored in such a manner so as to ensure the confidentiality of the information contained therein.
6. BOABC records shall be protected from loss, damage, unauthorized access, and tampering.

Responsibility for documents

All employees and officers of the BOABC shall ensure the safe storage of all material papers and documents and electronic information. The document control responsibilities rest with the following positions:

- For the purpose of this policy and to conform to FOIPPA, the BOABC Executive Director shall serve as ‘the head of a public body’ and shall have overall responsibility for governance records and general records. This responsibility may be delegated to an administrator.
- The Treasurer shall have document control responsibility for financial records. This responsibility may be delegated to an administrator.
- The Registrar shall have document control responsibility for the BOABC and National Certification Program records. This responsibility may be delegated to an administrator.
- The Head shall determine who may access which records.

All records shall be kept in secure, protected locations with access controlled and limited to persons specified by the Head. For example:

- Printed documents that are removed from the filing system must be signed out.
- Back up copies of original printed documents must be kept in a separate secure location.
- Access to various types of documents will be limited to specified persons.
- Electronic records must be backed up regularly, with backups stored in a separate secure location under the control of the Head, or delegated to an administrator.
- Access to electronic records must be controlled using passwords, which restricts access to modify various records.

Annual Undertakings

Undertakings to abide by this Policy shall be signed each year by the Executive Committee members [Directors and/or Officers], committee members and all other persons acting on behalf of the BOABC who have access to confidential information of documents of the BOABC by signing the BOABC Notice of Compliance Form.

Policy Approved by Motion of the Executive Committee Date: 24 January 2009